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21 Jan 54

OFFICE OF PERSONNEL MEMORANDUM NO. -54

SUBJECT : Distribution of Form No. 37-117, Report of Interview

REFERENCE: Personnel Director Memorandum No. 6-51, Revised Procedures for Requesting and Reporting Security Clearances, dated 10 September 1951

1. Effective immediately recruiters of the Personnel Procurement Division will complete an original and three carbon copies of the Form 37-117, Report of Interview. Particular attention will be directed to completing Item No. 5, on Form 37-117. Upon receipt of these reports the Personnel Procurement Division will transmit the original and first carbon copy of each report to the Processing and Records Division for inclusion in the Applicant Folder of the individual concerned. The second and third carbon copies of the report will be retained respectively by the Personnel Procurement Division and the recruiter initiating the report.

2. When the Processing and Records Division initiates request for security clearance on the individual concerned the first carbon copy of the Report of Interview will be removed from the applicant folder and included in Envelope No. 1, which is established in paragraph 2a(1), referenced Personnel Director Memorandum, for transmittal to the Security Office.

George E. Maloon
Deputy Assistant Director
for Personnel

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